

**Grace A. Dow Memorial Library Board Meeting
March 15, 7:00 p.m.
Library Board Room
Second Floor
Grace A. Dow Memorial Library**

MISSION

To inspire lifelong learning by connecting people and resources

VISION

To be the most dynamic, accessible, and relevant learning environment in the community

AGENDA – Wednesday, March 15, 2017

- I. Roll Call – Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Steven Markey, Ann Moe, Laura Peterson
- II. [Acceptance of February 15, 2017 Meeting Minutes](#)
- III. Additions or Changes to the Agenda
- IV. Public Comments
- V. [Director's Report](#)
- VI. [Patron Comments and Suggestions](#)
- VII. Library Board Appointment and Vacancy
- VIII. Library Board Annual Report Committee
- IX. City of Midland 2017-2018 Budget Schedule
- X. Strategic Plan
- XI. Announcements
- XII. Adjournment

Next meeting date: April 19, 2017.

**Grace A. Dow Memorial Library
Library Board Minutes
Wednesday, February 15, 2017, 7 p.m.
City Hall Council Chambers**

I. Roll Call

Peterson called the meeting to order at 7:00 p.m.

PRESENT: Melissa Barnard, Maxine Brink, Michael Burhans, Sarah Galt, Steven Markey, Ann Moe, Laura Peterson

ABSENT: Debbie Hayes

ALSO PRESENT: Matt Richardson, Manager of MCTV and Library Communications; Roberta VanHolstyn, Technical Secretary

II. Acceptance of November 16, 2016 Meeting Minutes

Motion by Burhans to accept minutes as submitted, seconded by Brink. Motion approved.

III. Additions or Changes to the Agenda

None

IV. Public Comments

None

V. Director's Report

Barnard introduced Matt Richardson who is the new Manager of MCTV and Library Communications. Richardson has been the MCTV Production Director for the past eight years. A candidate is being sought to replace Richardson as Production Director.

A Midland Daily News full page of color photos of the Youth Services Lego program was shared with the Board.

On Martin Luther King Day, Midland High School students volunteered in Youth Services to help assemble a children's craft project.

The fascia project will start in early April with a projected completion in June. Three Rivers Corporation has been at the Library preparing to begin construction.

Barnard had previously presented the Board with plans for the three planters in the front of the Library. The cost was not within the budget. An alternative plan has been developed and the invitation to bid has been posted. If the bids are within budget, design drawings will be presented at the next Board meeting.

It was noted that gate count statistics were not available for January, due to a server issue in transitioning from 2016 to 2017. Those numbers will be available once the problem is corrected.

Burhans commented that the fascia project sounds exciting and he is anxious to see the new look.

Moe noted that 221 students attended Cram Night. Staff appreciates the teachers in the high schools increasing awareness of Cram Night. Peterson reported posters were displayed in the schools as well as power point slides running to promote the event.

Peterson appreciates the partnership in bringing the Michigan Reads author Lisa Wheeler to Midland. The author will do a presentation at Chestnut Hill Elementary School and the Library. Lisa Wheeler is the author of Bubble Gum, Bubble Gum,

VI. Patron Comments and Suggestions

SIGNED COMMENTS:

1. We would love an option to pay online when we have fees! Thanks for considering!
This service is not available with current software.
2. I wish the train could go through the walls and up and down more. Even maybe deliver books to you.

UNSIGNED COMMENTS:

None received.

The Board packet included a letter that appeared in the Midland Daily News about the Library and City website. The letter expressed concern about the usability of the site. After the letter was published in the MDN, Barnard received two other comments. One told Barnard that the website was difficult to navigate and the other thought that website was fine. Changes have been made to the Library's front page based on previous patron comments. The Technology Committee will continue to focus on improving the website. Staff will also work with City staff in reviewing the City's website format.

Galt asked if Barnard had contacted the person who submitted the letter to MDN and thought that it might be appropriate to reach out it that is comfortable. Either way, the input is valuable. Barnard answered that she had not contacted the person.

VII. Library Board Expiring Terms – Markey, Moe

Ann Moe's term will expire in June. She is completing the term held by Lucille Cronin. The three year term held by Steven Markey will also expire in June. They should notify Barnard before February 24th if they would like City Council to reappoint them to the Board.

VIII. City of Midland 2017-2018 Budget Schedule

Barnard presented the following City of Midland Budget Schedule:

April 10	Proposed budget presented to City Council
April 17	Budget work session at 6:00 pm
April 24	Preliminary Public Hearing on proposed budget
May 8	Charter-mandated Public Hearing
May 22	Charter-mandated date for budget to be adopted

All meetings are on Mondays at 7:00 pm, at City Hall Council Chambers

City Council has presented its budget directives:

- Public services, especially public safety, will be maintained at the highest level possible under current economic and budget conditions.
- The millage rate supporting general operations may be increased up to 0.5 mills with efforts made to keep any millage as low as possible.
- Personal Property Tax reimbursement proceeds may be used to balance the 2018 budget.
- The budget will include funding of a citizen engagement process to explore priorities in preparation for fiscal year 2018-19.

Barnard indicated that in preparing the Library budget assumptions are that funding will remain flat, with no reductions in staff or programming. Galt questioned an increase amount of \$166,000 in the budget. That amount represents grant funding for the fascia project and not taxpayer funds.

IX. Strategic Plan

Barnard reviewed Library staff goals and actions.

- Adult and Youth Services Supervisors, together with Barnard will attend a program outcome workshop sponsored by the Library of Michigan.
- Staff used the 3D printer for a Crafty Readers program. Barnard explained that the 3D printers were originally purchased by the Mideastern Michigan Library Cooperative and library regions were established to rotate the printers. After the year pilot program, the Cooperative is de-commissioning the maintenance and responsibility of the printers. The regions will decide how the printers will be shared. Barnard will be attending a meeting with the directors of Bay County Library System and the Public Libraries of Saginaw to discuss the 3D printer program going forward.
- To highlight Library genealogy resources, there will be a program with a local genealogist discussing DNA kits and what the results signify. Staff will introduce the attendees to Library genealogy resources. Participants will purchase the kits through the Library and they will be distributed at the program.
- The new copier/printer/scanner has been installed but it is not completely functional. The problems are being addressed and all functions of the machine will be working soon.
- Library staff is in the planning stages of producing a virtual walking tour. A volunteer will be assisting the Library with equipment and expertise.
- Matt Richardson shared that the City is proposing to do more promotions of City services and departments through social media. MCTV has recently produced social media spots for the fascia project, Adult Battle of the Books, and various MCTV promos. Upcoming recordings will include the Youth Services Book Tasting and KEVA Planks programs.

Burhans commented that social media needs to be used more since it is the way of communication today. Peterson inquired about the Book Tasting program, which is for younger students. Richardson explained that the program will highlight different books to create interest in reading the books.

The Library has the advantage of having MCTV that gives the Library social media videos a more professional look.

Barnard reviewed the Library Board goals and actions.

- A Committee consisting of Barnard, Moe, and Hayes met to continue evaluating the use of the Cup & Chaucer space. The cooler has been removed which provides a more open look to the counter space. The space now allows access to water and the under-counter refrigerator for future programs. Replacement tiles for the space vacated by the counter unit were installed in the floor by Library maintenance. In observing how people use the area, two large library tables have been moved to the space to allow patrons to gather or to spread out their materials. Committee members are hoping to select a new name for the space.
- Thank you to Peterson and Markey for helping at Kid's Day at the Mall in January. Library employees Katie O'Brien, Youth Services, and Christi Root, Library Assistant, were also on hand to assist with the craft at the booth. Mary Schultz, Supervisor of Circulation & Acquisition Services, used the mobile circulation device to issue 12 library cards. A few library books were also checked out to patrons.
- On April 26th the Library will partner with MCTV at the Senior Expo at the mall. Board members will receive an email asking for assistance at this event.
- Board members are encouraged to write Midland Daily News op-ed articles on experiences in the library, or topics that are important, from the viewpoint of a Board member, or as a community member.

Ann Moe inquired what a virtual tour would be like. The tour would be videotaped as a walk through the building, highlighting various areas and services, and then posted online. Website visitors would then be able to see the inside of the building and be encouraged to visit in person. Burhans commented that the Library from the outside looks very small, but inside it is actually very large.

X. Announcements

The next Library Board meeting will be held at the Grace A. Dow Memorial Library Board Room, 2nd Floor, on Wednesday, March 15, 2017 at 7:00 pm.

XI. Adjournment

Brink moved to adjourn. Burhans seconded. Motion approved. Meeting adjourned at 7:47 pm. The next meeting of the Library Board is March 15th at Grace A. Dow Memorial Library Board Room, 2nd Floor.

Grace A. Dow Memorial Library Board
Director's Report
March 9, 2017

Adult Services Activities

Dan DeVere, Associate Reference Librarian, did a presentation to a local blind advocacy group. He spoke about library audiobooks on CD and downloadable audiobooks, and services available through the Library for the Blind and Physically Handicapped located in Lansing.

Youth Services Activities

The winner of the Battle of the Books Championship Battle is Bookstorm of Adams Elementary School. The runner-up is Bookmasters of Blessed Sacrament School. Fifty-eight teams participated in the Battle this year.

Other

Matt Richardson, Manager of MCTV and Library Communications, and Melissa Barnard presented at the City Employee Academy and the Citizens Academy.

The Library will be closed on Good Friday, April 14th, and Easter Sunday, April 16th.

The Friends of the Library annual meeting is Monday, May 1st, 6:00 pm. Conference Room B.

Give Local Midland, sponsored by the Midland Area Community Foundation, is scheduled for May 2nd. Last year, the Library received \$3,294.22 in donations and matching funds which were deposited in the Public Library Development Endowment Fund at the Foundation.

The theme for this year's Summer Reading Program is "Build a Better World." The program will start on June 12th.

PATRON SUGGESTIONS AND CONCERNS
February, 2017

SIGNED COMMENTS:

1. Would like to have the afternoon movies back.
2. Why are paperbacks not tagged with genre labels, such as sci-fi, western, etc.?

UNSIGNED COMMENTS:

None received.